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| POLICY OF | POLICY NUMBER | PAGE NUMBER |
| STATE OF DELAWARE | A-07 | 1 OF 8 |
| DEPARTMENT OF CORRECTION | RELATED NCCHC/ACA STANDARDS: P-A-07/ 4-4388 (ESSENTIAL) | |
| CHAPTER: 11 HEALTH SERVICES | SUBJECT: EMERGENCY RESPONSE PLAN | |
| APPROVED BY THE COMMISSIONER: | | |
| EFFECTIVE DATE: 11-19-07 | | |

PURPOSE:

To identify the areas of responsibility and appropriate responses of healthcare staff during a facility emergency response with multiple casualties.

POLICY:

1. Healthcare staff will provide emergency medical care and triage during a disaster event. The correctional staff will maintain security. Victim movement will be based on joint input of healthcare and correctional personnel.
2. Healthcare staff will respond to an internal disaster according to the policies and procedures established by the institution.
3. Healthcare staff will maintain separate emergency and medical supplies that will be checked quarterly.
4. Healthcare staff responsibilities in a disaster will be reviewed during orientation and annually.
5. The Emergency Response Plan drill will be exercised annually at each site and evaluated with written critique. Healthcare staff will participate in the drill. Drills will be conducted so that over the course of three years each shift has the opportunity to participate.
6. Real situations may be used in place of a drill Evaluation and critiques must occur.
7. The Health Services Administrator will maintain current employee callback roster. In the event of an emergency, healthcare staff will be called back to the institution as needed.
8. In the event of a disaster, the senior ranking medical staff member will respond to the scene and, in cooperation with the designated Security Emergency Coordinator, direct the healthcare team.

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PROCEDURE:

1. When notified of emergency or disaster situation by correctional staff, the following information will be obtained, if available:
 - a. Type of event
 - b. Number or estimate of number of casualties
 - c. Location of event
 - d. Security of area
2. On-site healthcare staff will notify the Health Services Administrator or designee of emergency or disaster. The call back of staff will be initiated if indicated.
3. Local Emergency Medical System will be notified for assistance as determined necessary.
4. Available healthcare staff will respond to the secured disaster area. The senior healthcare member will ensure appropriate supplies are taken to secure triage area. Litters will be brought to the disaster area by available healthcare and/or correctional staff.
5. In coordination with the designated Security Emergency Coordinator, the triage and treatment area will be determined.
6. Healthcare staff will triage victims and direct available health care and correctional staff to initiate life-saving procedures, provide first aid and transport to secondary treatment area.
7. All first aid and care-rendered will be documented on the reverse side of the disaster tags.
8. Off-duty medical personnel who are called in must bring institutional ID badges and report to a specific area assigned by the Health Services Administrator, or designee. If no central reporting area has been established, they will report to the infirmary/clinic area.
9. Security will designate secure location for triage, secondary care and need for any evacuation.
10. Healthcare staff will not enter structurally unsafe or unsecured areas.
11. Healthcare staff will maintain lists of victims, movement and treatment.

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12. Healthcare staff will participate in post-emergency/disaster critique process as indicated and requested.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003, P-A-07
American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2003. 4-4388

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POLICY A-07.1 (EMERGENCY RESPONSE “MAN DOWN”)

PURPOSE:

To identify responses of healthcare staff during an emergency health related situation.

POLICY:

1. Medical and Nursing staff with direct patient care are trained to respond to health-related situations within a four-minute response time. The training program will be conducted on an annual basis and during orientation for:
 - Recognition of signs and symptoms, and knowledge of action that is required in potential emergency situations
 - Administration of basic first aid
 - Certification in CPR in accordance with the recommendations of the certifying health organization
 - Methods of obtaining assistance
 - Signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal
 - Procedures for patient transfers to appropriate medical facilities or health care providers
 - Suicide intervention
2. Other healthcare staff, with direct patient care responsibilities, participates in aspects of training as pertinent for practice setting and environment.
3. The Health Authority reviews the training programs offered to correctional personnel to assure applicable topics are covered.
4. A "Man Down" drill is practiced, at each site, at least once a year on each shift staffed with health care personnel.

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5. A critique of the "Man Down" drill is documented and shared with staff.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003, P-A-07 American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2003. 4-4389

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POLICY: A-07.2 (EMERGENCY SUPPLIES, MASS CASUALTIES)

PURPOSE:

Sufficient medical supplies are available in case of a mass casualty.

POLICY:

1. The institution will maintain a box of medical supplies to be used in case of disaster with multiple injuries. The location will be posted in all medical areas at each institution.
2. The Disaster Box will be portable for transport to any area in the institution.
3. The Disaster Box will remain sealed, placed in a strategic, secure and accessible area.
4. A listing of the contents, with expiration dates, will be affixed to the outside of the emergency supplies
5. Seals and expiration dates will be checked quarterly.
6. At a minimum, the emergency supplies will contain the following:
 - a. Personal Protective Equipment
 - b. 4 x 4's
 - c. Stretch bandages
 - d. Combination pads (ABD)
 - e. Blood Pressure Cuff
 - f. Stethoscope
 - g. Flashlight and batteries.
 - h. Ambu-bag and Pocket Mask

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- i. Airway (Large and Medium Adult)
 - j. Red plastic bags
 - k. Triage Tags
 - l. Indelible Markers
 - m. Blood spill kit
7. Health Services Administrator or designee will conduct quarterly checks of Disaster Box contents and replace supplies as needed.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003, P-A-07

American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2003, Not Applicable

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POLICY: A-07.3 (FIRST AID KITS)

PURPOSE:

To provide supplies for immediate first aid needs.

POLICY:

1. First Aid Kits will be available in designated locations approved by facility administration.
2. Contents of the first-aid kits are approved by health authority and include Personal Protective Equipment.
3. No medications will be stored in the First Aid Kits.
4. First Aid Kits are inspected on a monthly basis.

References:

National Commission on Correctional Health Care: Standards for Health Services, Not Applicable

American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2003. 4-4390